

Fair Employment Practices Agencies

Civil Rights Division
US Department of Justice
PO Box 66560
Washington, D.C. 20035-6550
1-888-TITLE06

Office of Federal Contract
Compliance Program (OFCCP)
10 E. South Temple, Room 1690
Salt Lake City, UT 84133
(801) 524-4470

Equal Employment Opportunity
Commission (EEOC) 3300 North
Central Ave, Suite 690
Phoenix, AZ 85012
(602) 640-5000

Important: The employee, or applicant for employment who wishes to file a complaint of employment discrimination with one or more of the agencies above, should contact the agency regarding the time period to ensure timely filing of such complaint with the appropriate agency.

This brochure is a brief summary regarding the subjects described. More complete information about these or other laws and federal regulations are available from the UDOT Civil Rights Office, (801) 965-4740.

Utah Department of Transportation (UDOT)

Civil Right Division

Contact Information:

EEO Compliance Specialist
P O Box 141520
Salt Lake City, Utah 84114-1520

Telephone: (801) 965-4740
Fax: (801) 965-4101

www.udot.utah.gov



Know your Rights



Issues of Respect Matters of Law

UDOT Civil Rights Office

▶ Equal Employment Opportunity Policy

It is the policy of the Utah Department of Transportation (UDOT) to provide and ensure equal opportunity. In keeping with this policy, the UDOT Civil Rights Office will provide oversight, assistance, and coordination with regard to affirmative action programs, employment practices, labor compliance, apprenticeship training programs, the Disadvantaged Business Enterprise (DBE) program, and compliant resolution on a non-discriminatory basis.

Equal Employment Opportunity (EEO) exists when employment decisions are made without unlawful consideration being given to race, color, religion, sex, national origin, age, disability, marital status, veteran's status, sexual orientation.

In addition, the UDOT Civil Rights Office will monitor the performance of Contractors and Subcontractors to ensure compliance in accordance with objective standards and in a manner consistent with the goal of providing equal employment opportunities for all employees and applicants for employment, on UDOT and Federal aid projects.

▶ Sexual Harassment

Sexual harassment in the workplace is prohibited by Federal and State law and will not be tolerated on any UDOT project. It is UDOT's policy that all employees working on a UDOT construction project have a right to work in an environment free of such discrimination, which encompasses freedom from sexual harassment in any form.

Specifically, no foreman or supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's submission to, or rejection of sexual advances, or other conduct of a sexual nature, will in any way influence any decision regarding that employee's employment, wages, advancement, assigned duties, shifts, or any other condition of employment.

Sexually harassing conduct in the workplace, which may create a hostile work environment, whether it is in the form of physical or verbal harassment, and regardless of whether committed by supervisory or non-supervisory personnel, is also prohibited.

▶ Title VI the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964, is a Federal law that protects individuals from discrimination on the basis of their , race, color, or national origin in programs that receive Federal financial assistance.

▶ Title VII the Civil Rights Act of 1964

In accordance with the Title VII of the Civil Rights Act of 1964, employers are prohibited from discriminating on the grounds of race, religion, sex, color, national origin, age, or disability.

Under Title VII it is illegal to discriminate in any aspect of employment including: employment, recruitment (hiring & placement), work assignments and working conditions, performance evaluations, promotions, demotions, or transfers; recruitment or recruitment advertising; disciplinary actions, layoffs, or termination; rates of pay or other forms of compensation or benefits; and selection for training and educational programs, including apprenticeship, pre-apprentice, and/or on-the-job training.

▶ Americans with Disability Act (ADA)

In accordance with the Americans with Disabilities Act of 1990, employers are prohibited from discriminating against qualified individuals. A disability is a physical or mental impairment that substantially limits one or more major life activities. A reasonable accommodation is a change in the work environment or in the way the work is customarily performed which enables an individual with a disability to enjoy equal employment opportunities.

▶ Know your Rights & the Law

- Equal Pay Act of 1963
- Title VI and Title VII of the Civil Rights Act of 1964
- The Age Discrimination in Employment Act of 1967
- The Rehabilitation Act of 1973
- The Pregnancy Discrimination Act of 1978
- The Americans with Disabilities Act of 1990
- The Civil Rights Act of 1991
- The Administrative Dispute Resolution Act of 1996

▶ How to File a Complaint

Any employee or applicant for employment who believes that he/she has been a victim of unlawful discrimination, disparate treatment, disparate impact, or is being harassed, needs to file a signed, written complaint within 180 days of the date of the alleged discrimination. You complaint should describe detailed information such as:

- The name, address, and telephone number of the company you believe discriminated against you.
- Who, What, Where, Why, & How... Detailed information that lead you to believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination. Also, include names of individuals whom you allege discriminated against you.
- The names of any person, that the investigating Civil Rights Coordinator could contact for additional information to support or clarify your allegations.

Immediately report the incident to your Supervisor, Company EEO Officer, or UDOT Civil Rights Office for assistance. Supervisors, and Management who become aware of unlawful discrimination, or harassment must take immediate action to stop such acts. Reprisal against, or interference with an employee's or applicants right to file a complaint concerning such matters, constitutes a violation of federal law.

Denice L. Graham, Civil Rights Manager
Utah Department of Transportation
4501 South 2700 West - 4th Floor
Salt Lake City, Utah 84114-1520
(801) 965-4695

▶ Complaint Investigation

Under the supervision of the Civil Rights Manager, a Civil Rights Coordinator shall investigate all formal complaints which are filed. Once a complaint is filed, it will be reviewed by the Civil Rights Coordinator to determine whether it has jurisdiction to investigate the issues you have raised. The Civil Rights Coordinator will investigate your allegations, interview witnesses, gather all relevant documentation necessary, and attempt to resolve violations it has found. If negotiations to correct violations are unsuccessful, enforcement proceedings may be instituted.